

PROJECT ASSISTANT – THE MARKET PROJECT

THE WORKING PARTY and THE PLEASANCE THEATRE TRUST

About THE WORKING PARTY

The Working Party Theatre Company find creative ways to unpick local & national issues through theatre & performance. We create socially resonant productions, projects in communities, workshops and consultations to help us, and anyone who wants to work with us, engage with the society we're in.

We are currently also developing new work in Bellingham, Lewisham with poet Lakeisha Lynch Stevens and sound artist Lewis Gibson and developing a new play about youth work – *THE SH*T* - with writer Kenny Emson.

About THE MARKET PROJECT (*Working Title*)

The Market Project is 12 months of arts engagement on the Market Estate, Islington addressing an identified need for provision in the third most deprived ward in the borough. The project will engage up to 30 Young People (YP) aged 14-21 in creative mentoring and session work training them in transferable theatre-related skills, improving engagement, well-being, relationships and behaviour; using the social impact of long-term and intensive arts engagement to prompt measurable change. It will culminate with an event or performance moment for the local community.

In general the project will use drama activities and techniques to raise YP's aspirations, enlivening the area and encouraging positive choices. The project will be co-created and youth led, encouraging empowerment and sustained behaviour change, improved job-readiness, mental-health and well-being, giving YP the opportunity to find and use their voices in their locality.

Dates

This role will require approximately 1.5 days per week, between January and November 2019, and an additional 3 weeks full time in October 2019.

This role will require evening and weekend working.

The project dates will be finalised in January 2019.

Location

You will be required to work in a number of locations, including community centres and the Pleasance. There will be desk space made available to you if required.

About the role

The Project Assistant has two main responsibilities:

- To support the participants, Lead Artist and Master Class Artists at creative sessions, and

- To work with The Working Party Executive Director to make sure that The Market Project (Working Title) administration is completed on time and to a high standard.

At sessions with the Lead Artist or at the Masterclasses you will:

- Be responsible for pastoral care of participants, especially making sure that any Safeguarding concerns are recorded and shared correctly
- Make sure that The Working Party Safeguarding procedures are followed properly, for example making sure that participants leave the session in a safe way. Either by being collected by a parent or guardian or if they have permission leaving on their own.
- Take the register of participants at each session and follow up with any participants who are not there
- Support the participants to join in with the session and ensure their safety and wellbeing, raising any concerns to the The Market Project (Working Title) team in a quickly and clearly
- Support the lead artist in preparing any materials and spaces for sessions
- Ensure that all the project materials are kept and looked after
- Documenting sessions with photographs
- Support planning for, and attend at least five theatre trips
- Be responsible for completing the session report, with the lead artist, and share with The Market Project (Working Title) team within 24 hours

You will support the Executive Director with administration of the project including:

- Attend planning days, advisory group meetings, project meetings to take minutes and share them promptly
- Creating and maintain schedules of activity
- Booking spaces
- Finding or purchasing materials and equipment for
- Collecting permission slips for the project, trips and photo and filming consent
- Handling petty cash, retaining receipts and recording expenditure
- Communicating with participants via telephone and email
- Writing simple invitations
- Responding to enquiries and managing the project email
- Creating and managing project contact lists
- Collecting and inputting evaluation information
- Writing tweets and Facebook posts, or posting photographs so that there is an appropriate social media presence for the project
- Supporting the Executive Director with marketing activity

This role is offered on a freelance contract for services basis, The Working Party will be able to offer support so that you understand your obligations as a freelancer and connect you to training and resources to support you if you have not worked freelance before.

You will be expected to attend training, including Safeguarding and Emergency First Aid.

About you

You must be willing to complete an enhanced DBS check that will be paid for and arranged by The Working Party.

You will

- Be a resident of, or have a strong link to the [*Parkside / postcode / local area*]
- Be passionate about supporting young people to achieve their potential
- Be friendly and approachable to people of all ages and backgrounds, especially young people aged 14 -21
- Be organised and self-motivated
- Have excellent verbal communication skills in person and on the phone
- Have good written skills – able to take clear notes of meetings and write emails
- Be comfortable using IT, in particular be able to use MS Word & Excel, email and Google Drive

It would be useful if

- You have an interest in the arts

Fee

On a pro-rata basis the fee for all work associated with the role is £5480. This is based on a day rate of £80 and we are happy to share our calculations for this if necessary.